



Welland Heritage Council  
and Multicultural Centre

# Welland Heritage Council and Multicultural Centre

## **JOB DESCRIPTION AND RESPONSIBILITIES**

**Position Title:** Interim Program Lead – Employment Division - *Employment Solutions*  
**Position Type:** Full Time / Temporary 6 month contract (with potential for permanent)  
**Reports To:** Executive Director  
**Hours:** 35 hours per week (occasional evenings and weekends may be required)

### **Position Summary**

With the guidance of the Executive Director and the Leadership team, identify areas for growth and improvement while implementing the new strategies and processes to advance efficiency that will strengthen future success of the programs and services

### **Responsibilities:**

- Assist with the development and implementation of all strategic objectives for the employment division
- Must be able to understand and interpret all program guidelines and make effective program decisions based on the contract obligations
- Coach, supervise and support staff in achieving individual performance targets to ensure we are meeting and exceeding the program goals outlined by Fedcap Canada
- Through communication and resources, ensure staff are up to date on all statistical data, program targets and funding initiatives on an on going basis
- Oversee and support the delivery of the COJG program and employer outreach
- Oversee the staff schedules, attendance and health and safety objectives
- Ensure resource and information services align with the program goals and initiatives to help strengthen operations
- Regular communication and information sharing with the Executive Director through meetings, reports and spreadsheet data management
- Effectively understand the forecasts/annual budgets made available by Executive Director/Financial Coordinator; scheduling expenditures which have been approved by the Executive Director; analyzing variances within the budgets and initiating corrective actions
- Develop strong relationships and networks within the community including; clients, partners and employers
- Stay updated on current trends, policy changes and other impacts in the field to help dictate possible future trainings and courses
- Build a strong team that embraces diversity, inclusion and equality
- The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time

**Qualifications:**

- Degree or diploma in relevant field
- Demonstrated Leadership skills
- Experience and knowledge of the importance of building a diverse work culture
- Experience with leading a performance based portfolio or service is an asset
- Understanding/knowledge of Employment Ontario and Fedcap Canada is an asset
- Proficient knowledge of Microsoft Office, Internet, Social Media applications, and the ability to use other software applications
- Driver's license with transportation and ability to travel within the Niagara Region
- Police Clearance is required

**Compensation**

Range \$27-\$32

**How to apply:**

Please forward your cover letter and resume to: [hr@wellandheritagecouncil.com](mailto:hr@wellandheritagecouncil.com)

The recruitment process will close on Monday, November 15<sup>th</sup>, 2021 4 pm

*We thank everyone for their interest in the position however, only those selected to move forward in the interview process will be contacted. Please, no phone calls or drop in inquiries.*

The Welland Heritage Council and Multicultural Centre values diversity and inclusion, we welcome individuals from all backgrounds, abilities, race, color, sexual orientation, disability, national origin and cultures to apply. If you require accommodation for the interview process, please email [hr@wellandheritagecouncil.com](mailto:hr@wellandheritagecouncil.com)

*Welland Heritage Council and Multicultural Centre adheres to strict COVID-19 safety protocols to keep both staff and clients safe. Pre-screening is required before entering the work place, hand sanitization and masks are mandatory.*